

755007/93

City Council

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: BUILDING OFFICIAL

DEFINITION

Under general direction, to plan, organize, supervise and review the work of professional, technical, and clerical staff engaged in the enforcement of building regulations; and to perform related work as required.

REPORTS TO:

Planning Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Director. Exercises general to administrative supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and priorities.
- Approve, reject or annotate corrections on plans in accordance with standards established by Federal, State, and local requirements.
- Check design and load requirements; check critical loading points; review foundation design and specific architectural features.
- Confer or correspond with architects, building owners, and contractors concerning questions involved in the enforcement process.
- Make recommendations for changes in ordinances and regulations governing the inspection program.
- Prepare complaints for legal actions against violators of codes and related ordinances.
- Act as technical advisor regarding enforcement and interpretation policies and specific interpretations.
- Prepare written reports and correspondence.
- Oversee proper organizational management of inspection records.
- Develop, implement, and modify systems and procedures.
- Coordinate Building Division activities within the Planning Department and other City departments, divisions, and with outside agencies.
- Prepare and administer the division's budget.
- Supervise, train, and evaluate professional, technical, and clerical personnel.

QUALIFICATIONS

Knowledge of:

- Methods, practices, materials, and safety hazards associated with construction, remodeling, and repair of building structures.
- Possible defects and faults in construction and of standard testing devices and methods as well as corrective measures.
- Applicable local, state, and federal building regulatory codes and standards.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of organization, administration, budget, and human resource management.
- Personal computer operation and software applications relevant to inspection and plan check functions.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Understand and interpret building plans and specifications.
- Enforce ordinances and regulations firmly, tactfully, and impartially.
- Select, supervise, train, and evaluate professional, technical, and clerical personnel.
- Establish and maintain cooperative working relationships with staff as well as with the public.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, civil engineering or closely related degree. Registration as a civil engineer or licensed architect is desirable and may be substituted for the required Bachelor's degree. Certification as a Building Official by California Association of Building Officials (CABO) or an International Conference of Building Officials (ICBO) Plans Examiner Certificate may be substituted for two years of the required college education.

Experience:

Six years of experience in architectural engineering or building inspection and/or plan check for a public agency at the supervisory level.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Building Official

TO: Planning Director